



Office of Civilian Human Resources CG-121

Procedure for Documenting Telework Hours Using WebTA

The guidance below applies to employees on an occasional or infrequent telework schedule. Employees on a fixed or regular telework schedule should modify their default schedule.

1. Open WebTA and click on “T&A Data”
2. Click on the “New” Button under Work Time

Transaction	Pfx	Sfx	Account	20	21	22	23	24	25	26	Wk 1	27	28	29	30	31	1	2	Wk 2	Total
Work Time																				
Regular Base Pay			(NFC Stored Account)			8:00	8:00	8:00	8:00		32:00		8:00	8:00	8:00	8:00	8:00		40:00	72:00
New			Work Time Total			8:00	8:00	8:00	8:00		32:00		8:00	8:00	8:00	8:00	8:00		40:00	72:00

3. Select the appropriate Transaction Code – Telework Alt Site or Telework Home.

New Work Time Activity

Transaction Code	01 - Regular Base Pay
Prefix	21 - Unsched. Over 40 Overtime
Suffix	24 - Overtime Travel/Tide V
Account	23 - Overtime Travel/FLSA
	19 - Callback Over 8 Overtime
	21 - Callback Over 40 Overtime
	31 - Holiday Worked
	32 - Comp Time Earned
	32 - Comp Time/Travel Earned
	32 - Comp Earned/Religious
	12 - Night Diff w/Comp
	40 - Home Leave Earned
	41 - ADO/LEAP
	14 - Hazard Pay Differential
	49 - Danger Pay at 15% rate
	49 - Danger Pay at 20% rate
	49 - Danger Pay at 25% rate
	49 - Danger Pay at 30% rate
	49 - Danger Pay at 35% rate
	01 - Base Pay Detail
	01 - Base Pay Light Duty (Injury)
	01 - Base Pay Light Duty (Illness)
	01 - Telework Alt. Site
	01 - Telework Alt. Site <= 2 days
	01 - Telework Alt. Site > 2 days
	01 - Telework Home
	01 - Telework Home <= 2 days
	01 - Telework Home > 2 days
	01 - Travel - Enroute TDY
	01 - Travel At Destination TDY

4. Click “Save” and Indicate the Number of Hours Teleworked Each Day.

Transaction	Pfx	Sfx	Account	20	21	22	23	24	25	26	Wk 1	27	28	29	30	31	1	2	Wk 2	Total
Work Time																				
Regular Base Pay			(NFC Stored Account)			8:00					8:00		8:00	8:00	8:00	8:00	8:00		40:00	48:00
Telework Home							8:00	8:00	8:00		24:00									24:00
New			Work Time Total			8:00	8:00	8:00	8:00		32:00		8:00	8:00	8:00	8:00	8:00		40:00	72:00

5. Click “Update” or “Save/Return” or “Validate” to complete the process.